

U.S. GOVERNMENT PRINTING OFFICE
Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Agricultural Manuals and Amendments

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Agriculture

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning April 1, 2009 and ending March 31, 2010, plus up to two (2) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, March 13, 2009.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room C-161, 36 H Street, NW, Washington, D.C. 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call Marty Janney (202) 512-1164 (No collect calls).

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing(page related) Attributes -- Level III.
- (b) Finishing(item related) Attributes -- Level III.

Inspection Levels (ANSI/ACQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Camera copy, electronic media, average type dimension in publication.

P-8. Camera copy, electronic media.

P-9. Government furnished sample, color swatch, Pantone Matching System color.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12-months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three (3) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing adjustments(s).

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the Economic Price Adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to March 31, 2010, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the Economic Price Adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The Economic Price Adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending December 31, 2008, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the Economic Price Adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO Jacket Number will be assigned and a Purchase Order issued to the contractor to cover work performed. The Purchase Order will be supplemented by an individual "Print Order" for each job placed with the contractor. The Print Order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of Print Orders by the Government. Orders may be issued under the contract from April 1, 2009 through March 31, 2010, plus for such additional periods as the contract is extended. All Print Orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any Print Order. A Print Order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on Page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by Print Orders issued in accordance with the "ORDERING" clause of this contract.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of self- and separate-cover, saddle-stitched, perfect-bound books and pamphlets requiring such operations as electronic prepress, printing, binding, packing and distribution.

TITLE: Agricultural Manuals and Amendments.

FREQUENCY OF ORDERS: Approximately 170 orders per year.

QUANTITY: Approximately 100 to 22,000 copies per order (an occasional order may be up to 50,000 copies per order).

NUMBER OF PAGES: Approximately 4 to 200 pages per order (an occasional order may be up to 500 pages per order).

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format A: Up to and including 5-3/8 x 8-1/2".

Format B: Over 5-3/8 x 8-1/2" up to and including 8-1/2 x 11".

GOVERNMENT TO FURNISH: 35 mm slides, full color and black and white photoprints to be reproduced at various focuses. On occasion, the contractor may be required to scan and enhance photoprints or slides.

Electronic Media:

Platform: Macintosh OSX or IBM compatible.

Storage Media: CD-ROM and/or 3-1/2" high density disk.

Software: Quark Xpress 6.1 or Adobe InDesign 2.0.2, Adobe Illustrator, Macromedia Freehand, Adobe Photoshop.

NOTE: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished.

Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

A visual of the furnished electronic files will be provided.

Preaddressed, postage & fees paid, pressure sensitive 3 x 5" labels for the Supt. of Documents.

One (1) reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

A supply of Blue Labels and Selection Certificates for shipping Departmental Random Copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Contractor will be required to scan all furnished photoprints and/or transparencies, and place them into correct position in the electronic files. Contractor to create media for varnishing.

Contractor may be required to scan 35mm transparencies and/or halftones and create color separations and varnish windows when required.

Pages on furnished electronic media include photographs in position as high-resolution scans -- ready for separation or as windows, numbered and keyed with scannable art attached. Document may or may not include trapping.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering Agency.

Contractor is responsible for checking files contained on the furnished media to insure that such features as bleeds, register marks and correct file output selection have been provided for, so as to correctly generate reproducibles for publishing. In addition, contractor is responsible for creating and/or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned Quality Level.

When required by the Government, the contractor shall make minor revisions to the electronic file, which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions. Prior to making revisions, contractor shall copy the furnished file and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files AND a PDF file (digital deliverables with links as requested) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The PDF file shall be optimized for use on the Internet, and should be identical to the printed product.

PROOFS: Two (2) sets of digital color content proofs of the entire product. At contractor's option, a film-based composite blueline may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

One (1) set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi for the entire product. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct-to-plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Pantone colors may be substituted with a similar color but may not be built. When indicated, contractor to submit ink draw downs on actual production stock. Half of the ink draw down must contain the required varnish or

aqueous coating, as specified. Spot varnish may be shown as either a digital content proof or as an overlay on the one-piece laminated proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to Print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine. The paper to be used will be indicated on each Print Order.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

White Offset Book, basis weight: 50 or 60 lbs per 500 sheets, 25 x 38", equal to JCP Code A60.

White Dull Coated Offset Book, basis weight: 70 lbs per 500 sheets, 25 X 38", equal to JCP Code A260.

White Matte Coated Offset Book, basis weight: 65 lbs per 500 sheets, 25 X 38", equal to JCP Code A240.

Colored Writing, basis weight: 20 lbs per 500 sheets, 17 x 22", equal to JCP Code D10.

White Litho (Gloss) Coated Book, basis weight: 70 lbs per 500 sheets, 25 x 38", equal to JCP Code A180.

White or Colored Index, basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White or Colored, Vellum-Finish Cover, basis weight: 50 lbs per 500 sheets, 20 x 26", equal to JCP Code L20.

White Dull Coated Cover, basis weight: 80 lbs per 500 sheets, 20 X 26", equal to JCP Code L60.

White Matte Coated Cover, basis weight: 80 lbs per 500 sheets, 20 X 26", equal to JCP Code L50.

White Litho Coated Cover, basis weight: 80 lbs per 500 sheets, 20 x 26", equal to JCP Code L10.

PRINTING:

Print head-to-head, head-to-foot, or head-to-side in black or a color other than black ink; or black ink and one or two additional Pantone colors. Match Pantone number as indicated on the Print Order.

Varnishing (Cover Pages 1 and 4): -- When required, coat the entire surface, over printing with a clear, non-yellowing varnish.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the

sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual Print Order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991 (Rev. 6-03).

Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%, 3-color gray patch, star/slur targets, RGB overprints, and dot gain scales for each color (such as, BRUNNER, GATE, GREGTAG, OR RIT). These areas must be repeated across the entire sheet. Density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%.

MARGINS: Follow margins indicated on each Print Order or furnished copy. An occasional page may bleed on up to three sides.

BINDING: Bind as indicated on the Print Order. Various binding styles will be ordered as follows:

4-page Product: Fold and trim three sides.

Saddle-wire stitch: Stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Album-style (printed 11 X 8-1/2") -- It is anticipated that up to approximately 5% of the orders will require binding album-style, with stitching on the short dimension.

Eight- or 12-page pamphlets: In lieu of stitching, product may be pasted on the fold.

Perfect bind: Bind text and wraparound cover; trim three sides.

Additional folding: Some orders consisting of 12 pages or less may require a maximum of two additional folds.

Perforation: Occasionally there will be a requirement for perforation on or 1/4"-off-the-fold.

Drilling: When required, drill three round 3/8" or 5/6" holes, 4-1/4" center to center, with center of holes 3/8" from left binding edge.

PACKING:

Bulk Shipments: Pack in shipping containers not to exceed 45 lbs. when fully packed. Shipping containers shall have a minimum bursting strength of 275 lbs per square inch or a minimum edge crush test (ECT) of 44 lbs per inch width.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

Mailed Shipments: Single copies when indicated on the Print Order must be mailed as self-mailers or inserted into envelopes or Jiffy bags.

Insert single copies and/or multiple copies (up to 200 leaves) into 9-1/2 x 12-5/8" brown kraft envelopes.

LABELING AND MARKING:

- Bulk Shipments:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.
- Mailed Shipment:** Contractor will be required to inkjet/create or affix a mailing label containing return address and "Postage and Fee's Paid" permit to the back of each copy mailed singly as self-mailers, and to each unit of mail packaged in envelopes, cushioned shipping bags, shipping bundles and containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance to the distribution list.

In addition, a copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished Certificate of Selection must be included.

A copy of the Government – furnished certificate must accompany the invoice sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Print Order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Contractor must ship by traceable means and submit receipts with billing for reimbursement.

Deliver f.o.b. destination to approximately 1 to 8 addresses within the commercial zone of Washington, D.C.

Complete addresses and quantities will be furnished with the Print Order.

Ship balance of orders, f.o.b. contractor's city via U.S. mail or small package carrier, to approximately 50 destinations throughout the United States.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

“SUBSCRIPTION” COPIES DISTRIBUTION: When “Subscription” copies are ordered, the contractor will be required to mail approximately 219 copies per order for Information Dissemination (Superintendent of Documents). The contractor must apply the appropriate postage to these “Subscription” copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The contractor will be reimbursed for the postage to mail these “Subscription” copies by submitting a properly completed Postal Service certificate of mailing with their invoice. All related costs associated with the distribution of “Subscription” copies must be itemized separately from other mailings; the packing and mailing costs must be separately accounted for, the mailing must have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute “Subscription” copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The total number of “Subscription” copies ordered may exceed the number of copies requiring mail distribution. Any residual “Subscription” copies (“Subscription” quantity remaining after mail fulfillment) shall be shipped f.o.b. contractor’s city by suitable means to a single address in the Washington, DC area. Contractors outside the Washington, D.C., commercial zone may be reimbursed for any shipping costs incurred by submitting a properly completed commercial shipping (including mailing) receipt with their invoice.

The postage class and other mail requirements for “Subscription” copies will be furnished. The contractor shall call the Superintendent of Documents (number to be provided) for the “Subscription” distribution addresses/labels, and the postage class and other mail requirements, prior to the scheduled due date if this information is not otherwise furnished.

Mailing Statements: The contractor must submit two copies of the appropriate U.S. Postal Service mailing statement (e.g., 3602, 3602-G, 3541, etc.) to the entry post office for each mailing which bears GPO's assigned penalty permit imprint number (G-26). In the upper right corner of the mailing statement, contractor must include GPO identification number(s) such as, the Jacket Number or program and Print Order numbers. The contractor must mail the verified mailing statement, containing postage computations, within 24 hours of receipt from the U.S. Postal Service to: Contract Management Division, Contract Compliance Section (Stop PPSC), Room C811, U.S. Government Printing Office, Washington, DC 20401.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual Print Order (GPO Form 2511).

The contractor will be notified by 12 noon on the day when copy is available for pickup by contractor. Copy and Print Order must be picked up the same day at the Department of Agriculture, OC, Printing Management Division, Room 501-A, Whitten Building, Washington, D.C. 20250. Pickups must be made prior to 4:00 pm.

After completion of each order, all furnished material and films must be returned by traceable means within three (3) workdays to the address above.

The ship/deliver date indicated on the Print Order is the date products ordered f.o.b. destination must be delivered to the destination(s) specified and the date that products distributed f.o.b. contractor's city must be mailed. The following schedule begins the SAME workday as notification of the availability of Print Orders and furnished materials. (The schedule begins the following workday if notification is given after 12 NOON.)

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

Up to and including 450,000 impressions:

	<u>WD After</u>
Contractor submit proofs.....	4
Contractor pickup proofs.....	2
Contractor must make complete distribution.....	4

Over 450,000 impressions:

	<u>WD After</u>
Contractor submit proofs.....	6
Contractor pickup proofs.....	2
Contractor must make complete distribution.....	6

Complete production and distribution of Print Orders that do NOT require proofs:

Up to and including 450,000 impressions:

	<u>WD After</u>
Printing in one (1) color	1
Printing in two (2) colors.....	3

Over 450,000 impressions:

Printing in one (1) color	2
Printing in two (2) colors.....	4

The contractor must notify the GPO of the date and time press sheets will be available. In order that proper arrangements can be made, notification must be given at least 3 workdays in advance of the time for inspection of the press sheets, by contractors outside the Washington, DC Metropolitan Area. All other contractors must give notification 48 hours prior to the inspection. Notify U.S. Government Printing Office, at (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 AM to 2:00 PM, prevailing Eastern Time.

Note: See Contract Clause 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0520; callers outside the Washington, D.C. area may call toll free 1-800-424-9471 or by email to compliance@gpo.gov.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the

following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

Transportation charges are a factor in determining award.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

I.

(a)	4,888
(b)	8
(c)	144
(d)	8
(e)	8
(f)	3

II.

	(1)	(2)	(3)	(4)
(a)	XXXX	16	XXXX	3,456
(b)	8	2,328	8	130,245
(c)	XXXX	2,640	XXXX	5,460
(d)	8	12	8	8
(e)	8	188	2	12
(f)	8	2	2	2

III.

	(1)	(2)
(a)	9,239	28,312
(b)	1,313	9,724
(c)	6	6
(d)	6	6
(e)	268	20,973
(f)	6	6
(g)	6	195
(h)	14	6
(i)	6	6
(j)	6	6
(k)	6	6

IV.

(a)	158
(b)	1,817
(c)	155
(d)	632

V.

(a)	2,324
(b)	3
(c)	3

SECTION 4. - SCHEDULE OF PRICES

Bids offered are delivered f.o.b. destination within the commercial zone of Washington, DC and f.o.b. contractor's city

for all mailing and orders shipped by small parcel carrier.

Bids for each item listed in its respective format group, as defined in SECTION 2. - SPECIFICATIONS, must include the cost of all required materials and operations in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in SECTION 2. - SPECIFICATIONS.

Fractional parts of 100 or 1,000 will be prorated at the per 100 or 1,000 rate. Cost of all required paper must be charged under Item III.

A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

I. PREPRESS: Prices offered must be all-inclusive. One (1) basic charge (either Item I. (a) or (b)) will be allowed for each color plus spot varnish, if required, on each page.

(a) Trim/Page-size unit from electronic file per color/per page.....\$_____

(b) Trim/Page-size unit from camera copy per color/per page.....\$_____

(c) Graphics per graphic.....\$_____

Note: A graphics charge will ONLY be allowed for a graphic element that is not furnished in position on the Government furnished material and/or that requires scanning or a separate exposure. Price offered should include the cost of all materials and operations required to produce the graphic in its final form.

(d) Digital color-content proofsper trim/page-size unit..... \$_____

(e) Digital one-piece composite laminated color proofs.....per trim/page-size unit..... \$_____

(f) System Timeworkper hour..... \$_____

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the contracting officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under Item I. (f).

(Initials)

II. PRINTING, BINDING, PACKING AND DISTRIBUTION: Each text leaf contains two pages, and each complete cover contains four pages.

	Makeready and/or Setup (Formats)		Running Per 100 Copies (Formats)	
	A (1)	B (2)	A (3)	B (4)
(a) <u>4-Page Product</u> : Printing in a single ink color:.....per product.....	\$ XXXX	\$ _____	\$ XXXX	\$ _____
(b) <u>Saddle-wire stitched</u> : Printing in a single ink color: 8-1/2 x 11" (including binding).....per page.....	\$ _____	\$ _____	\$ _____	\$ _____
(c) <u>Perfect-Bound</u> : Printing in a single ink color, (including binding)per page.....	\$ XXXX	\$ _____	\$ XXXX	\$ _____
(d) <u>Separate Cover</u> : Printing in a single ink color ...per page.....	\$ _____	\$ _____	\$ _____	\$ _____
(e) <u>Additional Color(s)</u> : Printing text or cover in a color in addition to the first single ink color press run charged under items (a) through (d) per color/per page.....	\$ _____	\$ _____	\$ _____	\$ _____
(f) <u>Varnishing</u>per page.....	\$ _____	\$ _____		

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual Print Orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered. Computation of the net number of leaves will be based on the following: Text: Each page-size leaf. Covers: Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

	Per 100 leaves	
	Format A (1)	Format B (2)
(a) White Offset Book (50-lb.)	\$ _____	\$ _____
(b) White Offset Book (60-lb.)	\$ _____	\$ _____
(c) White Dull Coated Offset Book (70-lb)	\$ _____	\$ _____
(d) White Matte Coated Offset Book (65-lb)	\$ _____	\$ _____
(e) Colored Writing (20-lb.)	\$ _____	\$ _____
(f) White or Colored Index (110-lb)	\$ _____	\$ _____
(g) White Litho Coated Book (70-lb)	\$ _____	\$ _____
(h) White or Colored Vellum-Finish Cover (50-lb.)	\$ _____	\$ _____
(i) White Dull Coated Cover (80-lb)	\$ _____	\$ _____
(j) White Matte Coated Cover (80-lb)	\$ _____	\$ _____
(k) White Litho Coated Cover (80-lb).....	\$ _____	\$ _____

(Initials)

IV. ADDITIONAL OPERATIONS:

- (a) Wrapping or shrink-film packaging.....per 100 packages..... \$ _____
(b) Drilling (each run).....per 1000 leaves.... \$ _____

A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8 inches. Four holes will be the maximum for any one (1) run. When drilling pamphlets or books with separate covers, each thickness of cover stock will be counted as three leaves.

- (c) Perforating-on-fold or off-foldper 1000 copies... \$ _____
(d) Additional folding.....per 1000 copies....\$ _____

V. PACKING, SEALING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of envelopes, printing envelopes, generating and affixing mailing labels, all necessary wrapping and packing materials, and labeling or marking, inserting, mail sorting and delivery to the Post Office, in accordance with these specifications.

Bulk Shipments (other than by mail):

- (a) Packing and sealing shipping containers (up to approximately 45 lbs capacity) each container\$ _____

Mailing:

- (b) Generating and or affixing labels and insert single or multiple copies (up to 200 leaves) into kraft envelopesper 100 envelopes\$ _____
(c) Single or Multiple copies in Jiffy bags..... per 100 bags\$ _____
(d) Address and wafer seal single copy, self-mailers per 1000 copies\$ _____

LOCATION OF POST OFFICE: All mailing will be made from the.....

Post Office located at: Street Address

City State ZIP Code

My production facilities are located within the assumed area of production.....yes _____no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material.....
a. Number of hours from acceptance of Print Order to pickup of Government Furnished Material.....
b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant.....

(Initials)

2. Proposed carrier(s) for delivery of completed product.....
- a. Number of hours from notification to carrier to pickup of completed product.....
- b. Number of hours from pickup of completed product to delivery at destination.....

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4. - SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder.....

.....
(City - State)

By.....

(Signature and title of person authorized to sign this bid)

.....
(Person to be contacted)

.....
(Telephone Number)